Employee Tip Sheet – Leave - Time Information Management System (TIMS)

The following tip is a guide to help faculty, exempt and non-exempt full-time employees navigate their Leave. All staff employees have a work day of 8 hours and all faculty employees have a work day of 7 hours. It is very important to enter leave as soon as it has been taken.

Log into the TIMS system through UV Link. Once you are logged in, select the Employee Tab. A dropdown menu will appear and you will select Employee Services. Then select Time and Leave Entry. The screen below will show your Leave.

The top menu bar shows HELP, My Time, My Leave, Reports/Tools, and Logout. The HELP button has a link for the employee tip sheet to help you navigate the TIMS system. You will use My Leave, and Reports/Tools menus when entering and viewing leave.
My Leave has a dropdown menu which shows Leave Request/Balances, Leave History, and Calendar View.

Leave Request/Balances is where you can enter leave taken or leave to be taken by entering the leave type, date, and hours. Leave balances are updated as leave is entered in the Leave Request section. Employees have 2 optional fields: Note to Myself or Note to Supervisor. Note to Myself will only be viewed by you and Note to Supervisor will only be viewed by your supervisor. Notes are not required to submit leave. You must click on Submit Leave once the Leave Request has been entered.

When the leave is submitted, it will appear under Pending Leave Requests. Any notes added can also be viewed under the leave type column by selecting {Notes}. You can delete requested leave or Copy Request. Copy Request populates the Leave Request fields for the following day.

If the supervisor approves the leave, the leave request will then be eliminated from the Pending Leave Requests section. If the supervisor declines the leave, it will appear as request declined under the Pending Leave Requests section. You will then receive an email informing of a change to your leave request. You should speak to your supervisor if your leave was declined.

Once the leave is submitted, corrections can only be made if you delete the request from the Pending Leave Requests section. Once the supervisor has approved the leave, it will be processed through payroll. If the leave has been approved by your supervisor and a correction needs to be made, your supervisor will need to remove the leave and it will appear as a Request Declined. If request is declined, you have the option to Resubmit the leave correcting the date or you can delete the request.

Leave History is a report which shows all current and past leave taken. You can select the leave type, start date and end date and print this out for your records.

Calendar View is simply your leave viewed on a calendar with easy access to scroll through the months or choose a designated month. Calendar view will always have the current month in the middle with 12 months available for selection. Arrows on the side allow employees to scroll to future or past months. If scrolling through past months available for selection, look at the top of the calendar to see the month actually being viewed. It will appear in the middle of the line in bold text.

Sick Pool Donation is found under the Leave Type. If you are interested in donating your sick leave hours to a sick leave pool recipient, simply select Sick Pool Donation and type in their UVID or last name. Information regarding the recipient will appear and you can type in the hours you would like to donate. You can also choose if you would like to have your donated hours used first above other hours currently in their pool. The hours you donate will be effective immediately and will reflect in your sick leave balance.
Glossary

**My Leave** – Dropdown menu showing Leave Request/Balances, Leave History and Calendar View. All categories pertain to the individuals leave.

**Leave Request/Balances** - View leave balances, request new leave, and view pending requests.

**Leave History** – View detail of leave taken.

**Calendar View** – See leave in a calendar view.

**Reports/Tools** – A dropdown list of available leave reports.

- **Leave Status Report** – A calendar view for the current leave of leave requested approved or declined for full-time employees.

- **Leave Detail Report** – View detail of leave balances and leave taken.